Process to establish the 2014 and 2015 Capital Improvement Budgets

KEY DATES	WHO	ACTION
Thursday, Nov. 1, 2012	CITIZEN ORGANIZATIONS, DISTRICT COUNCILS and CITY DEPARTMENTS	CIB workshop for district councils and community organizations. City staff will be present to walk through the proposal process and answer questions.
Friday, Jan. 18, 2013	CITIZEN ORGANIZATIONS, DISTRICT COUNCILS and CITY DEPARTMENTS	4:00 p.m. DEADLINE for submitting the proposal form to Office of Financial Services - Capital Improvement Budget, 700 City Hall
Monday, Jan 28, 2013	DISTRICT COUNCILS	4:00 p.m. DEADLINE for submitting task force member names to Office of Financial Services - Capital Improvement Budget, Room 700 City Hall (memo requesting names to be mailed in early November, 2012.)
Monday, Feb. 4, 2013	CITY DEPARTMENTS	4:00 p.m. DEADLINE for submitting to Office of Financial Services - Capital Improvement Budget, 700 City Hall, remaining pages of proposal information
Friday, Feb. 8, 2013	CITY BUDGET OFFICE	Distribute final list of proposals to District Councils for ranking. District council ranking sheets will be due March 25.
Monday, Feb. 25, 2013	CIB TASK FORCES	Orientation meeting on the CIB Process, the policies, scoring sheet, and the roles and responsibilities of the task forces
Monday, Mar. 4, 2013 - Thursday, April 26th, 2013	CIB TASK FORCES	Weekly meetings to review, rate and rank project proposals; make project recommendations to the CIB Committee
Monday, Mar. 25, 2013	DISTRICT COUNCILS	4:00 p.m. DEADLINE for submitting district prioritization for relevant proposals to Office of Financial Services - Budget Section, 700 City Hall
Monday, Mar. 25, 2013	CITY DEPARTMENTS	4:00 p.m. DEADLINE for submitting department priority list to Office of Financial Services - Capital Improvement Budget, 700 City Hall
Monday, May. 6, 2013 and Monday, May. 13, 2013	CIB COMMITTEE	Formulate preliminary recommendations
Late May/Early June	CIB COMMITTEE	Public hearing on preliminary recommendations
Monday, Jun. 10, 2013	CIB COMMITTEE	Finalize recommendations (at June CIB Committee meeting)
By Friday, Jun. 28, 2013	CIB COMMITTEE	Transmit Recommended 2014 and 2015 Capital Improvement Budgets to the Mayor and Council
August, 2013	MAYOR	Present Proposed 2014 Capital Improvement Budget and tentative 2015 CIB to City Council, along with other city budgets.
August through mid- December, 2013	CITY COUNCIL	Review proposed city budgets, hold public hearing, and adopt 2014 Capital Improvement Budget along with other city budgets and tentatively approve 2015 CIB.

Contact Information

John McCarthy, 266-8554 Email: john.mccarthy@ci.stpaul.mn.us Email: betsy.hammer@ci.stpaul.mn.us

CIB web site: http://www.stpaul.gov/cib/